

GROUP CHILD CARE INITIAL LICENSING CHECKLIST

Use of form: Use of this form is mandatory under HFS 46.12 (2)(b) and constitutes one portion of a complete application for a group child care center license.

Instructions: The pre-licensing technical advisor from the Wisconsin Child Care Improvement Project (WCCIP) completes the appropriate column at the end of the pre-licensing process. The applicant for a license completes the appropriate column not more than 14 days prior to submitting an application for a license to the Department of Health and Family Services (DHFS). The DHFS licensing specialist completes the appropriate column at the time of the initial licensing study. **If an applicant is not in compliance with any of the applicable items on this checklist at the time of the initial licensing study by the DHFS licensing specialist, the application for a license may be denied. Following the issuance of a license all items in HFS 46 licensing rules for group child care centers will be reviewed for compliance during the probationary period. Failure to comply may result in license denial.**

Name - Facility		Address - Facility (Street, City, State, Zip Code)								
Name - Facility Contact Person		Telephone Number - Facility Contact Person								
Rule Number	Rule Language	WCCIP TA			Applicant		Licensing Specialist			
46.04	OPERATIONAL REQUIREMENTS	Met	Not Met	NA	Met	NA	Met	Not Met	NA	
(2)(g)	The licensee has obtained a certificate of insurance that reflects the dates of coverage including general liability insurance and vehicle liability insurance when transportation is provided by the center. Note: Submit the certificate of insurance with the application for a license.									
(2)(g)3.	If the center will transport children in vehicles not owned by the center (excluding public transportation vehicles and chartered vehicles), the certificate of insurance reflects non-owned vehicle liability insurance.									
(2)(h)	Policies have been developed and the following areas are covered: Fee payments and refunds, personnel, including job descriptions, hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures and the disciplinary process and the discharge of enrolled children. Note: Submit policies for review and a completed policy checklist (CFS-2048) with the application for a license.									
(2)(i)	Policies have been developed for the following: Admission, health care, education, nutrition, child guidance, action to be taken in the event of a fire or tornado, continuing education of staff, and orientation of new staff and volunteers. Note: Submit policies for approval and a completed policy checklist (CFS-2048) with the application for a license.									
(2)(j)	All published statements including brochures and publicity releases are accurate.									
(4)(d)	If the center includes religious training as part of the center program, the religious policy is included in any publicity and in the center's education policy and shared with parents.									
(6)(b)	The licensee has a method for keeping a daily attendance record for the children and the date of birth for each child enrolled in the program. The hours of arrival and departure for each child are recorded if hours of arrival and departure vary among children.									
(6)(c)1.	There is a medical log book with stitched binding and the pages are lined and numbered.									
(8)(b)3.	There is a written procedure for reporting suspected cases of child abuse or neglect.									

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		Met	Not Met	NA	Met	NA	Met	Not Met	NA
46.05	PERSONNEL								
(1)(b)2.	The center has identified an administrator who is at least 21 years old, has completed high school and has at least 1 year of experience as a manager or has satisfactorily completed 1 course in business or program administration as well as 1 year of experience as a center director or teacher in a licensed child care center or 1 course in early childhood education or its equivalent.								
(1)(c)3.a.	The center will be a single full day center, licensed for 50 or fewer children and the licensee has employed a center director who will work at least 10 hours a week carrying out center director responsibilities. Note: During the hours a person is carrying out center director responsibilities, the center director may not be counted in staff-to-child ratios.								
(1)(c)3.b.	The center will be a single full day center, licensed for 51 or more children and licensee has employed a center director who will work at least 20 hours a week carrying out center director responsibilities. Note: During the hours a person is carrying out center director responsibilities, the center director may not be counted in staff-to-child ratios.								
(1)(c)4.b.	The center director has completed high school or its equivalent as determined by the Wisconsin department of public instruction.								
(1)(c)5.	The center will be licensed to care for 50 or fewer children and the center director has completed 1 of the education and experience combinations as shown in Table 46.05-A in the licensing rule book.								
(1)(c)6.	The center will be licensed to care for 51 or more children and the center director has completed 1 of the education and experience combinations shown in Table 46.05-B in the licensing rule book.								
(3)(a)	There are sufficient child care teachers available to ensure that each group of children currently enrolled is under the supervision of a teacher.								
(3)(f)	The center has a procedure to ensure that the number and names of children in care are known to assigned child care workers at all times.								
(4)(b)	There are sufficient child care staff to ensure that the staff-to-child ratios (for currently enrolled children) specified in Table 46.05-D in the licensing rule book are met.								
(4)(c)	The center has a signed and dated statement that indicates than an adult is available and able to be at the center within 5 minutes during an emergency when there are 8 or fewer children present.								
46.06	PHYSICAL PLANT AND FURNISHINGS								
(1)(a)	There is a building inspection report completed by a qualified individual that indicates that the building is in compliance with all applicable Wisconsin Commercial Building Codes. Note: Submit the Building Inspection report with the application for a license. Qualified individuals include inspectors from certified municipalities, registered architects or engineers, or independent inspectors certified by the Department of Commerce.								
(1)(c)	The space that is designated for use by children will be used only by children and not used for other purposes while the center is open.								
(1)(e)	The center has fans or air conditioning to circulate the air if the inside temperature exceeds 80° F.								

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46.06	PHYSICAL PLANT AND FURNISHINGS									
(5)(b)2.	Lead based paint or other toxic finishing materials have not been used.									
(5)(c)	Garbage containers in the building are rigid, covered, and watertight. Garbage and refuse stored out-of-doors are kept in leak-proof containers equipped with tight fitting covers. Note: Indoor garbage containers must be emptied daily. Outdoor garbage must be disposed of as necessary to prevent decomposition or overflow.									
(5)(d)	Furnishings, toys, cots and other equipment are clean.									
(5)(e)1.	Toilet rooms and fixtures are clean and sanitary.									
(5)(f)	Windows and doors used for ventilation have screens.									
(5)(g)	The premises are maintained in such a way as to prevent the entrance or harborage of vermin.									
(6)(a)	Children will have access to drinking water through the use of an angel jet type drinking fountain or disposable cups. Note: Drinking cups may not be shared.									
(6)(b)	The center gets its water from a private well. If this applies, answer the following items under (6)(b).									
(6)(b)1.	The water has been tested for lead and bacteria by a laboratory certified under ch. HFS 165 and found bacteriologically safe. Note: Submit a copy of the test results with the license application.									
(6)(b)2.	The center will serve children under 6 months of age and the water has been tested for nitrate levels. Note: If nitrate levels in the water are over 10 milligrams per liter, an alternate water source for children under 6 months of age must be used.									
(7)(a)	The space used by children contains not less than 35 square feet of usable floor space for each child. Passageways, kitchens, bathrooms, coat storage areas, offices, storage areas, isolation quarters, staff room, furnace room, parts of rooms occupied by stationary equipment, and areas not available at all times to children, including areas used exclusively for large muscle activity, napping or eating, are not included in available space. (The licensing specialist will determine the actual capacity of the center based on space at the initial licensing visit. Staff-to-child ratios and group sizes may limit the number of children who may be cared for in a given room or area.)									
(7)(b)	There is additional storage space for cots, bedding, supplies and equipment not in use.									
(8)(a)	Furnishings are durable and safe, with no sharp, rough, loose or pointed edges.									
(8)(b)	Tables and seating are scaled to the proper height and size for the children's comfort and reach.									
(8)(c)1.	Meals will not be served in a central lunchroom and there are sufficient seats to equal the licensed capacity of the center, excluding infants, and there is a space at a table for each child.									
(8)(c)2.	Meals will be served in a central lunchroom and there is seating and table space equal to the number of children to be served in a shift.									
(8)(d)	Shelves are provided for equipment and supplies in rooms used by children. Equipment and supplies are arranged in an orderly fashion so that children may select, use and replace items.									
(8)(e)	There is sufficient storage space for clothing and personal belongings to accommodate the clothing and personal belongings for the number of children in the licensed capacity of the center. For children 2 years of age and older, the space for outer garment storage is at child level.									

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46.06	PHYSICAL PLANT AND FURNISHINGS								
(8)(f)	A safe, washable cot, bed, 2 inch thick mat or sleeping bag is provided for each child 12 months old or older who naps or sleeps.								
(8)(g)	A safe, washable crib or playpen is provided for use of each child less than 12 months old who naps or sleeps. Note: If a crib or playpen is used by more than 1 child, it will need to be washed and disinfected between uses.								
(9)(a)1.	Meals will be prepared or heated on the premises and the kitchen is equipped with a microwave or stove with an oven, a refrigerator, a sink and utensils that are necessary to prepare and serve meals. The sink is used exclusively for food preparation and dishwashing.								
(9)(a)2.	All equipment and utensils have smooth, hard surfaces, are easily cleanable, in good repair, durable, nontoxic and free of cracks, seams, chips and roughened areas. Equipment and utensils are in a clean and sanitary condition.								
(9)(a)3.	Food preparation tables are durable, and surfaces are smooth, nonabsorbent and easily cleanable.								
(9)(a)4.	Utensils are stored in a clean, dry place and protected from contamination.								
(9)(a)5.	Single service utensils are nontoxic, stored in a clean, dry place, kept covered, and used only once.								
(9)(b)5.	Dishes will be washed in a dishwasher that has readily visible temperature gauges located in the wash compartment of all dishwashers and in the rinse water line of spray type mechanical dishwashers or in the rinse tank of an immersion-type dishwasher.								
(9)(c)3.	Food will be prepared in a location that is not on the premises of the center or in a central kitchen operated by the center and the other location is licensed under ch. HFS 196. Note: Submit a copy of the license to operate a catering business or restaurant with the application.								
(9)(d)1.c.	Each refrigerator and freezer has a clearly visible accurate thermometer. Note: Refrigerator should be kept at or below 40° F., freezers at or below 0° F.								
(9)(d)2.	Foods not requiring refrigeration are stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin.								
(9)(d)2.a.	Dry foods, such as flour, sugar, cereals and beans are stored in metal, glass or food grade plastic containers with tight fitting covers and shall be labeled. Note: Food grade plastic means any plastic material used in the manufacture of dishes or utensils which has been found not harmful to human health by the national sanitation foundation.								
(9)(d)2.b.	Foods that will be stored in the basement are stored at least 8 inches above the floor, and food stored in other areas is stored high enough above the floor to provide for air circulation and to facilitate cleaning.								
(9)(e)1.	Poisonous and toxic materials, including cleaning supplies, bleaches and insecticides, are labeled and stored in cabinets used for no other purpose. Poisonous and toxic materials are inaccessible to children.								
(9)(e)2.	Cleaning aids such as mops, brooms and buckets are clean and stored outside of food preparation or food storage areas.								
(9)(g)1.a.	Persons who help prepare meals are at least 18 years of age.								

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46.07	PROGRAM								
(3)(a)	All indoor and outdoor play equipment is safe.								
(3)(a)1.	Indoor and outdoor play equipment is scaled to the developmental level, size and ability of the children.								
(3)(a)2.	Indoor and outdoor play equipment is sturdily constructed with no sharp, rough, loose, protruding, pinching or pointed edges, or areas of entrapment, in good operating condition, and anchored if necessary.								
(3)(a)3.	Indoor and outdoor play equipment is placed to avoid danger of injury or collision and to permit freedom of action.								
(3)(a)4.	Indoor and outdoor play equipment that is 4 feet or more in height is placed over an energy absorbing surface.								
(3)(b)	The center has equipment and supplies that is varied and fosters child development by including equipment that promotes large muscle development and manipulative skills, encourages social interaction, provides intellectual stimulation, and encourages creative expression.								
(3)(b)2.	There is enough indoor play equipment so that each child can choose from at least 3 activities to do during the day. Note: The licensed capacity of the center is used to determine the amount of activities necessary.								
(3)(b)3.	There is enough outdoor play equipment so that each center has at least 1 activity for each child to use while outdoors. Note: The licensed capacity of the center is used to determine the amount of activities necessary.								
(3)(d)	The equipment and materials reflect an awareness of cultural and ethnic diversity.								
(4)(a)	There will be children under age 5 in care for more than 4 hours per day. If so, each child under age 5 shall have a nap or rest period.								
(4)(c)	There are sufficient beds, cots, sleeping bags, 2 inch thick mats, cribs or play pens so that each child who has a nap or rest period has his or her own place to sleep. Note: Sleeping spaces must be at least 2 feet from the next sleeping child. Cribs or cots may be placed end to end if a solid partition separates children and an aisle not less than 2 feet in width is maintained between cribs and cots.								
(5)(a)3.	Eating times are scheduled so that no child goes without nourishment for longer than 3 hours.								
(5)(a)5.b.	Menus are planned at least 1 week in advance. Note: Dated menus must be kept on file for 3 months.								
(5)(a)8.	Parents will provide food for his or her own child. If so, the center must provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements.								
(6)(b)	There is an isolation area for children who appear to be ill. If the area is not a separate room, it must be separated from space used by other children by a partition, screen or other means.								
(6)(c)2.	There is a bed, crib or cot with a sheet and blanket or sleeping bag available for an ill child. The space the ill child occupies is within sight and hearing of a staff member. If the program operates for fewer than 4 hours, a kindergarten mat may be used instead of a bed, crib or cot.								

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46.07	PROGRAM								
(6)(d)	The center will care for children who are mildly ill. If so, items (6)(d)1.-6. apply.								
(6)(d)1.	The space for the care of a mildly ill child is a self-contained room and separated from children who are well.								
(6)(d)2.	The room has a sink with hot and cold running water.								
(6)(d)3.	There is a procedure for obtaining a parent's written consent.								
(6)(d)4.	The written health policy of the center allows a mildly ill child to remain at the center.								
(6)(d)5.	The center has a written plan for the provision of care to mildly ill children.								
(6)(d)5.a.	The written plan covers admissions and exclusions, staffing, staff training, monitoring and evaluation, programming, infectious disease control, and emergency procedures.								
(6)(d)6.	The center has medical consultation available from a physician or local health department to help establish policy for the management of mildly ill children. The written plan has been approved in writing by a physician.								
(6)(f)2.	Over-the-counter or prescriptive medicine is stored so that children cannot access the medication.								
(6)(f)3.	There is a separate, covered container labeled medication kept in the refrigerator.								
(6)(g)1.	There are disposable tissues present for wiping noses available as well as plastic lined containers used for disposal of used tissues.								
(6)(i)4.	There is an available supply of clean clothing, appropriate to the ages of the children and the season.								
(6)(j)2.	The center has identified a hospital emergency room, clinic or other constantly staffed facility to be used in an emergency and has advised parents about the designated emergency medical facility.								
(6)(j)3.	There are written procedures that describe steps to be followed when a child needs emergency medical treatment as well as treatment of minor injuries.								
(6)(j)5.	There is a supply of bandages, tape, bandaids and syrup of ipecac.								
(7)(a)	Dogs and cats are kept on the premises of a center, appropriately vaccinated against rabies and tolerant of children. Note: Submit certificates of up-to-date rabies vaccinations with the license application.								
46.08	TRANSPORTATION								
(1)	The center provides transportation to children in either center owned / provided vehicles or contracted vehicles. If this applies, answer all the following items. If this does not apply, skip to section 46.09. Note: Center provided vehicles are vehicles that are owned or leased by the center to transport children but do not include a vehicle owned and driven by a parent or volunteer. Vehicles owned by staff and used to transport children during the center's hours of operation are considered to be center provided vehicles.								
(3)(b)1.	The driver of a center owned or provided vehicle is at least 18 years of age.								
(3)(b)2.	The driver of a center owned or provided vehicle has a valid Wisconsin drivers license. Note: If the vehicle is a bus or other vehicle with a capacity of 15 or more passengers, a Commercial Drivers License is required.								

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		Met	Not Met	NA	Met	NA	Met	Not Met	NA	
46.09	INFANT AND TODDLER CARE									
(4)(a)4.	There is a barrier or restraint on the diaper changing surface that will prevent children from falling off the surface if the diapering surface is above floor level.									
(4)(a)5.	There is a plastic lined foot activated container available for soiled disposable diapers and gloves.									
(4)(a)6.	Parents will supply cloth diapers and there is a supply of plastic bags to be used for cloth diapers.									
(4)(b) and (c)	There is a sink with hot and cold running water in each self-contained room or area serving infants or toddlers. The food preparation area is separated from the diaper changing area and the diapering sink is not used for food preparation.									
46.10	SCHOOL-AGE CHILD CARE									
(1)	The center provides care to school age children in groups that are separate from children age 5 or below. If this applies, answer the items below. If this does not apply, skip to section 46.11.									
(4)(b)1.	The administrator of a center that will serve only school-age children meets the requirements in s. HFS 46.05(1)(b)2. and 3. Note: Department approved experience, credits or courses in elementary education, physical education, child guidance or recreation or other department approved training may be substituted for training or experience in early childhood.									
(4)(b)2.	The center director and any child care teachers in a center that will serve only school-age children meet the requirements of s. HFS 46.05(1)(c) or (d), as appropriate. Note: Department approved experience, credits or approved courses in elementary education, physical education, child guidance, recreation or other department approved training may be substituted for training / experience in early childhood.									
46.11	NIGHT CARE									
(1)	The center is providing care to children between the hours of 9:00 P.M. and 5:00 A.M. If this applies, answer the items in this section.									
(2)	There is emergency lighting supplied by a stand-by power source such as a generator. Note: No more than 20 children may be cared for during night care hours if there is no emergency lighting present.									
(2)(e)	Each child in night care has an individually labeled sleeping garment and a toothbrush. Items may be provided either by the parent or the center.									
(4)(b)	There is emergency lighting available, such as an operable flashlight, for each self-contained room used by children.									
(6)(c)	Each child has a bed, crib or cot with sheets and blankets or a sleeping bag.									
(6)(d)	There is a supply of extra sleeping garments and bedding for emergencies and accidents.									
(6)(e)	There are sufficient cribs for each child under 2 years of age.									
	OTHER ITEMS									
	The applicant has a supply of forms that contain all the items required under the licensing rules and any forms that are required by the licensing rules to be used.									
	The applicant has a supply of the brochure entitled "Your Guide to Choosing Licensed Care" which is a summary of the licensing rules and must be shared with parents.									
	The applicant has a supply of the brochure entitled "Babies Sleep Safest on Their Backs" to share with parents of children under age 2 if the parent chooses a tummy or side sleep position.									

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SIGNATURES

I have reviewed all the above applicable rules with the applicant. I have indicated those rules that were met at the time of my visit. If a rule was not met at the time of my visit, I have indicated that on the above checklist. I have left a copy of this checklist with the applicant. Date of visit: _____.

(mm/dd/yyyy)

☐ Yes ☐ No Supplemental notes attached.

SIGNATURE - WCCIP Technical Advisor

Date Signed

Note: Applicant should review and complete the middle column of this checklist not more than 14 days prior to submitting an application for a license. The checklist may be returned and the licensing process delayed if more than 14 days has elapsed between the date the applicant completed the checklist and receipt in the licensing office.

I certify that all the above items have been met. I understand that if the DHFS licensing specialist conducts an initial licensing study and finds that any item is not in compliance with the licensing rules at the time of the visit, my application for a license may be denied.

SIGNATURE - Applicant

Date Signed

Dates of Initial Licensing Study by DHFS licensing specialist:

(mm/dd/yyyy)

(mm/dd/yyyy)

Name - Licensing Specialist (Print)

SIGNATURE - Licensing Specialist

Date Signed

License: ☐ **Issued** Date issued: _____☐ **Denied** Date denied: _____

See attached letter of denial.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH AN APPLICATION FOR A LICENSE.

A license will not be issued until the background checks are completed and a licensing specialist has verified compliance with all items on the initial licensing study checklist. Allow 60 days for this process to be completed.

- ☐ Completed application form, including diagrams of indoor and outdoor premises.
- ☐ Completed initial licensing checklist.
- ☐ Completed Background Information Disclosure form for licensee and any household residents age 10 and above.
- ☐ Appropriate fees including \$7.50 for each adult Background Information Disclosure form included with the application.
- ☐ Written policies and procedures and completed policy checklist (CFS-2048).
- ☐ Certificate of insurance.
- ☐ Building Inspection report by a qualified building inspector.
- ☐ Water test results including nitrate levels if children under 6 months of age receive care if the center uses a private well.
- ☐ Proof of vaccinations, if the center keeps dogs or cats on the premises.
- ☐ If the center has no available on-premises play space, a request for an exemption to use off premises play space and the plan for using that space.
- ☐ If the center has an in-ground swimming pool on the premises and the children in care will use that pool, a plan for supervising children during pool use.
- ☐ A copy of the license under HFS 196, if meals are prepared off the premises of the center or in a kitchen other than a central kitchen operated by the center.
- ☐ If the center uses a beach on the premises, a report from the local municipality indicating the beach complies with any local ordinance.
- ☐ Delegation of Administrative Authority.